

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 09-21**

**A RESOLUTION TO APPROVE A REVISED AND SUBSTITUTED COPIER LEASE
WITH U.S. BANK EQUIPMENT FINANCE ("LESSOR") AND AN EQUIPMENT,
SOFTWARE & SERVICES AGREEMENT WITH CENTRIC BUSINESS SYSTEMS,
INC. ("SUPPLIER")**

Introduced By: Habeeb-Ullah Muhammad, Mayor

WHEREAS, the Town Charter, § 33-63(b) authorizes the Mayor and Council to enter into contracts for supplies, materials, equipment, construction of improvements, or contractual service involving more than ten thousand dollars (\$10,000.00) shall be made on written contract, and the Mayor and Council shall be required to advertise for sealed bids for all such written contracts; and

WHEREAS, on December 21, 2016 the Mayor and Council approved Resolution 74-16 to accept a bid from Centric Business Systems, Inc. to accept a bid for a copier lease and services for the Town's administration offices; and

WHEREAS, the bid included a lease of a Ricoh MP C4504 with booklet finisher, hole punch, fax kit & 4 drawers, for the following 60 months in the amount of \$165.50 monthly and a monthly maintenance fee of \$227.50, which was a total of \$393.00 per month; and

WHEREAS, the Town was previously allotted a minimum of 13,000 b/w copies and 2,000 color copies under the prior agreement and anything over was to be charged at \$0.0075 per black and white copy and \$0.065 per color copy; and

WHEREAS, the new proposed lease for two (2) copier machines ((i) Ricoh IMC4500 with booklet finisher for administration and (ii) Ricoh IMC2500 for FHPD) for 60 months in the amount of \$1,297.62 monthly including the monthly maintenance fee; and

WHEREAS, the Town will be allotted a minimum of 11,000 b/w copies and 10,250 color copies under this new agreement and anything over was to be charged at \$.0091 per black and white copy and \$.0411 per color copy; and

WHEREAS, the Council finds that Centric Business Systems, Inc. and US Bank N.A. (trading as US Bank Equipment Finance) are in good standing with the State, and the Town, has previously conducted competitive bidding with these vendors and awarded a contract and lease to said vendors and it is in the best interest of the Town to approve the lease and maintenance contract described herein.

NOW THEREFORE, BE IT RESOLVED, that the Mayor and Town Council of the Town of Forest Heights hereby approves and authorizes the Mayor to execute a maintenance contract with Centric Business Systems, Inc. and a lease with U.S. Bank both attached hereto and incorporated by reference herein.

AND BE IT FURTHER RESOLVED, that the Mayor or her designee shall ensure that assurances are obtained in writing that the current copier machine lease and maintenance

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contract are fully terminated and substituted with the new lease and contract approved by this Resolution.

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 21st day of March 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

Absent

KENNEDY II

Yes

NOBLE

Yes

BARNES

Yes

HINES

Yes

WASHINGTON

Yes

ATKINSON

Yes

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

By: **SIGNATURE ON FILE**

Habeeb-Ullah Muhammad, Mayor

SIGNATURE ON FILE

By: **SIGNATURE ON FILE**
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 21st day of March 2021 with 6 Aye votes and 0 Nay votes the aforesaid Resolution 09-21 passed.

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

[Exhibit A & B: Value Lease Agreement of U.S. Bank Equipment Finance and Equipment,
Software & Services Agreement with Centric Business Systems]